



Back Office Assistant at Peaq Technology GmbH

Starting Date: June 2021

Weekly hours: 20

The Role

If you are passionate about back office work but seek more than a simple admin position, then this broad role will fit you well. Your responsibilities will involve supporting our small, busy team. This vital role is quite varied, with tasks covering all aspects of office administration, finance as well as HR responsibilities.

This important opening is for someone with great personal and communication skills, as well as a natural ability to multitask. This role will also include aiding us in our company's progress and maintaining the quality procedures each department deals with from day to day.

Minimum Qualifications

- Strong written and verbal skills with sharp attention to detail, accuracy and timeliness.
- Able to work with minimum supervision as well as able to take initiative, prioritize and plan ahead.
- Fluent in both, English and German.

Preferred Qualifications

- 2+ years of prior administrative experience in a deep tech environment.
- Knowledgeable in accounting and financial processes.
- Experienced with a Mac and Microsoft Office programs.
- Confident and sympathetic.



Responsibilities

- Providing administrative support to project teams and the management.
- Assisting the HR department with recruitment and administration (e.g. transferring salaries, communicating with our tax office).
- Assisting with the preparation of accounting and financial documents.
- Coordinating details of internal and external meetings.
- Responding to letters and general correspondence of a routine nature; responding to complaints and requests for information; determining which requests should be forwarded to other staff members.
- Arranging travel and accommodation, domestic and foreign.
- Taking meeting notes, synthesizing outcomes and distributing minutes appropriately. and distributing minutes appropriately.
- Reconciliation of expenses and other purchasing support.

What we offer

- The opportunity to contribute to innovative projects in a new and exciting industry that has the potential to change our world positively.
- High growth potential.
- Warm and open corporate culture at a truly international company with many different nationalities.
- An environment that values freedom, autonomy, team spirit and open communication.
- Flexible working hours.
- Office space in the heart of Berlin.
- Soft Drinks and coffee (We know how important caffeine can be).

Sounds good? Simply send us your CV!